**STATE OF NEVADA
CONTROLLER'S OFFICE
ADVANTAGE USER
ESTABLISHMENT FORM**

SECTION A

Last Name *(Type or print LEGIBLY with blue ink.)*	First Name	MI	Date
Title	Agency Number & Name	Supervisor Name	
		Phone	

SECTION B ☐ Add   ☐ Change

	Email

Select one User Profile from Appendix A.

User Profile	Agency Number *Note: Agency number(s) must be entered.*
	For single agency coding:
	For multiple agency coding: , , , , ,

| **CERTIFICATION** | I hereby certify that when I electronically approve vouchers for payment that the voucher is mathematically correct, has not been previously presented or paid, that authorized funds should be available for payment and to the best of my knowledge and belief is a legal and proper claim against the State of Nevada. I further certify that if this voucher is a payment in compliance with a contract, it is in full conformance with the contract and that the Attorney General or his deputy has approved the contract.

This User ID and password are equivalent to your signature. Do not share your User ID and password with anyone.

I promise to preserve the secrecy of my password and the security of the ADVANTAGE System. I will never allow any person to use my sign-on and password to process documents. NAC 353.050 |
|---|---|

Signature	Date	Work Phone Number
Mother's maiden name or other word or phrase that will identify you for changes in your password. Max 30 characters.	Email Address	

If you forget your password, contact the Financial Help Desk (775) 684-5654 in the Controller's Office.

SECTION C

Signature Authorization:

The agency is responsible for every transaction approved by this User ID.

I delegate to the above individual the authority to approve the indicated transactions if entered by another. Use of the User Id assigned is approved by agency.

Print LEGIBLY Name of Agency Head	**Signature of Agency Head**	Date	Phone Number

SECTION D CONTROLLER'S USE

USER ID	Date	Security (SYS ADM)	
Comments		UNIX Sign-on (DP OPTR)	

Appendix A

Review the following User Profiles. Select one profile for an individual and insert it in Section B of the ADVANTAGE User Establishment Form under User Profile.

System Inquiry

User Profile
INQUIRY   General inquiry
                Approval: None

Agency Users

User Profile

SAGACCT3   For use by an agency with one agency number
                Approval: PV documents PEND3   JVD documents PEND3   Purchasing documents PEND2
                        Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

SAGACCT4   For use by an agency with one agency number
                Approval: PV documents Restricted PEND3-4   JVD documents PEND4   JVR documents Restricted PEND4
                        RM documentsPEND3   AP, RB documents PEND3   Purchasing documents PEND3
                        Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

SAGACCT5   For use by an agency with one agency number
                Approval: PV documents Restricted PEND3-4   JVD documents PEND4   JVR documents Restricted PEND4
                        RM documents PEND4   WO documents PEND3   AP, RB documents Restricted PEND3
                        Purchasing documents PEND3   Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

MAGACCT3   For use by an agency with multiple agency numbers
                Approval: PV documents PEND3   JVD documents PEND3   Purchasing documents PEND2
                        Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

MAGACCT4   For use by an agency with multiple agency numbers
                Approval: PV documents Restricted PEND3-4   JVD documents PEND4   JVR documents Restricted PEND4
                        RM documents PEND3   AP, RB documents Restricted PEND3   Purchasing documents PEND3
                        Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

MAGACCT5   For use by an agency with multiple agency number
                Approval: PV documents Restricted PEND3-4   JVD documents PEND4   JVR documents Restricted PEND4
                        RM documents PEND4   WO documents PEND3   AP, RB documents Restricted PEND3
                        Purchasing documents PEND3   Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

Restricted PEND3-4: The profile with this restriction has the ability to apply both levels of approval if another user with the same profile has entered the document. If a profile with a lower level of approval (PEND3) enter the documents and applies the PEND3 the profile with the restricted PEND3-4 can only apply PEND4. See the examples below.

Example: PV document

Scenario 1	User A (SAGACCT3)	User B (SAGACCT4)	User C (SAGACCT4)
User B enters PV	Cannot approve	Cannot approve	Applies both PEND3-4

Scenario 2	User A (SAGACCT3)	User B (SAGACCT4)	User C (SAGACCT4)
User A enters PV	Can apply PEND3	Can apply PEND4	Can apply PEND4

User Profile

BDGTUSER   For use by Budget.
              Approval: AP, RB documents Restricted PEND3-4   JVD documents Restricted PEND4
                          RXQ documents PEND3-5

DOITUSER   For use by DOIT.
              Approval: RXQ documents PEND3-4

NDOTPURC   For use by NDOT.
              Approval: RC documents PEND2-3   Fixed Assets (FA, FC, FD) PEND3

CENTPURC   For use by Purchasing.
              Approval: PG documents Restricted PEND3-4   PD, PDQ, PG, PGQ, PO, RX, RXQ, RC documents PEND2-3
                          PC, PCQ, RX documents Restricted PEND3   Fixed Assets PEND3-4
                           VI, CR documents no approval

PURCHADM   For use by Purchasing. This profile can run jobs, enter vendors, and make changes to purchasing control tables.
              Approval: PV documents Restricted PEND3-4   PG documents Restricted PEND3-4
                          PD, PDQ, PGQ, PO, RX, RXQ, RC documents restricted PEND3-5   Fixed Assets PEND3-4
                          PC, PCQ, RX documents restricted PEND3   CR documents no approval

PRACCT3   For use by Payroll.
              Approval: AP, RB documents Restricted PEND3   PV documents PEND3   JV documents PEND3
                           CR documents no approval

PRACCT4   For use by Payroll.
              Approval: AP, RB documents Restricted PEND3   PV documents Restricted PEND3-4   JV documents PEND3
                           CR documents no approval

MACCT3II   For use by an agency with multiple agency numbers and an Internal Service Fund.
              Approval: PV documents PEND3   JVD documents PEND3   II documents PEND3
                          Purchasing documents PEND2   Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

MACCT4II   For use by an agency with multiple agency numbers and an Internal Service Fund.
              Approval: PV documents Restricted PEND3-4   JVD documents PEND4   JVR documents Restricted PEND4
                           II documents PEND4   RM documents PEND3   AP, RB documents Restricted PEND3
                          Purchasing documents PEND3   Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

MACCT5II   For use by an agency with multiple agency numbers and an Internal Service Fund.
              Approval: PV documents Restricted PEND3-4   JVD documents PEND4   JVR documents Restricted PEND4
                           II documents PEND4   RM documents PEND4   AP, RB documents Restricted PEND3
                          Purchasing documents PEND3   Fixed Assets (FA, FC, FD) PEND3   CR documents no approval

TRACCT   For use by the Treasurer's Office. This profile can run jobs, bank reconciliation, and cash receipts
              Approval: PV documents Restricted PEND3-4   JVD documents Restricted PEND3-4
                           AP, RB documents PEND3   Purchasing documents PEND3   Fixed Assets (FA, FC, FD) PEND3

TRSINPUT   For use by the Treasurer's Office. This profile can run jobs, enter cash receipts.
              Approval: PV documents PEND3   JVD documents PEND3   Purchasing documents PEND3
                           AP, RB documents no approvals

TRSUSER   For use by the Treasurer's Office. This profile can run jobs, bank reconciliation, and cash receipts.
              Approval: PV documents PEND3   JVD documents PEND3   Purchasing documents PEND2
                           Fixed Assets (FA, FC, FD) PEND3

Advanced Receivables

User Profile
DPSTUSER For use by an agency who needs personnel to input cash receipts and receivables.
Approval: None

Fixed Assets

User Profile
FIXEDA1 For use by an agency who needs personnel to do fixed assets
Approval: Fixed Assets (FA, FC, FD) PEND3

Controller's Office

User Profile

AGCYSVC1 This profile can view all vendor tables. Add, change, & delete chart of accounts, 1099 reporting tables.
Approval: JV, JVD, CX, MW, UC documents PEND3   AP, RB documents PEND3
Purchasing documents Restricted PEND3-4   PV, PVQ documents PEND3&5
CR documents no approval

AGCYSVC2 This profile can add, change, & delete chart of accounts, bank reconciliation, 1099 reporting and vendor tables.
Approval: JV, JVD, CX, MW, UC documents PEND3   AP, RB documents PEND3-5   PV documents PEND3
Purchasing documents Restricted PEND2-3   CR documents no approval

CHFACCT This profile can run Jobs, add, change & delete Chart of Accounts, and 1099 Reporting
Approval: PV documents PEND4   JV, JVD, CX, MW, UC documents PEND3-5   AP, RB documents PEND3-5
All fixed assets documents PEND3-4   CR documents no approval

CNTLACCT This profile can run Jobs, 1099 reporting and CMIA.
Approval: JV, JVD, CX, MW, UC documents Restricted PEND3-5   AP, RB documents PEND3-5
All fixed assets documents PEND3-4   CR documents no approval

CNTACCT3 This profile can run Jobs, bank reconciliation, add, change, & delete Chart of Accounts, and 1099 reporting.
Approval: PV documents PEND3   JV, JVD, CX, MW, UC documents PEND3-5
AP, RB documents PEND3-5   All fixed assets documents PEND3-4   CR documents no approval

DATAENTR This profile can add, change, & delete chart of accounts.
Approval: JV, JVD, CX, MW, UC documents PEND3-5   AP, RB documents PEND3

DATAPROC This profile can change ADIS table.
Approval: None

SECURITY This profile can add, change & delete all tables.
Approval: All levels all documents

VENDOR This profile can add, change and delete Vendor and Customer information.
Approval: None